



**COUNTY GOVERNMENT OF
DEPARTMENT OF LANDS,
MUNICIPAL ADMINISTRATION
RUIRU MUNICIPALITY**

**KIAMBU
HOUSING, PHYSICAL PLANNING,
AND URBAN DEVELOPMENT**

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**MINUTES OF RUIRU MUNICIPALITY BOARD MEETING HELD ON 17TH JULY 2024 AT
RUIRU MUNICIPALITY OFFICES**

MEMBERS PRESENT

NAME

DESIGNATION

1. Samuel Mwaniki	Chairperson
2. Veronica Waithira	Vice chairperson
3. Francis Kaminju	Member
4. Rev Simon Githiora	Member
5. Salome Kimata	Member
6. Dr. David Muchina	Member
7. Monica Mwangi	Member
8. Joanne Kihori	Municipal Manager
9. Salome Wainaina	CECM Land, Housing, Physical Planning, Municipal Administration and Urban Planning
10. Martin Kangiri	C.O. Lands, Physical Planning, Municipal Administration and Urban Development

AGENDA

- 1) Reading and confirmation of previous meeting minutes
- 2) Matters arising
- 3) Prioritisation of projects proposed during the public participation on Municipal Plans 2024/2025
- 4) Constitution of Board committees
- 5) GRM Municipality Policy
- 6) Municipal Budget
- 7) AOB

The meeting was called to order at 10.00AM with a word of prayer from Rev Simon Githiora

Min 1/07/2024 Reading and confirmation of previous meeting minutes

The Secretary to the Board Ms. Joanne Kihori read the minutes of the previous Board meeting held on 17th May, 2024.

The minutes were proposed for confirmation by Francis Kaminju and seconded by Salome Kimata.

Min 2/07/2024 Matters Arising

Members requested that the municipality map be availed and be filed

It was agreed that all members must be having a reflector jacket and it was agreed that all be provided with one.

Members took notice and appreciated the offices signage that had been put up at the entrance to the offices.

Members discussed the issue of the municipality budget and agreed that we shall have to relook into it and advice on how it will be implemented.

It was suggested that there was need to have the municipality name changed that will have a reflection of the whole subcounty name so that all residents can understand where the municipality covers.

The process of name change will therefore be started when all stakeholders including the political class have a discussion.

Min 3/07/2024 Prioritization of projects proposed during the public participation on Municipal plans 2024/2025

The Municipal Manager presented the feedback from the citizen fora held on Thursday 27th June 2024 at St. St Francis of Assisi Catholic church Ruiru

Min 4/07/2024 Constitution of Board Committees

The Committees of the Board were constituted as follows:

1. Executive Committee

Samuel Mwaniki	Chairman
Veronica W. Gitau	Vice Chair
Francis K. Kaminju	Member
Joanne N. Kihori	Secretary

2. Finance, Audit and Planning Committee

Hon. Salome Kimata	Chairperson
Veronica W. Gitau	
Rev. Simon Githiora	

3. Administration Affairs and Welfare Committee

Rev. Simon Githiora	Chairperson
Monica M. Mwagiru	
Francis K. Kaminju	

4. Legal (by -Laws) and Enforcement Committee

Dr. David Muchina	Chairman
Veronica W. Gitau	
Francis K. Kaminju	

5. Municipality Infrastructure & Development

Monica M. Mwagiru Chairperson
Dr. David Muchina
Hon. Salome Kimata
Kagwi

6. Gender Mainstreaming

Monica M. Mwagiru Chairperson
Francis K. Kaminju
Rev. Simon Githiora

The gender mainstreaming committee met and adopted the TOR as follows;

1. Participate in and/or facilitate institutional gender analysis and gender audits;
2. Facilitate development and implementation as well as review of gender and GBV policies;
3. Ensure existence of an elaborate and institutionalized gender mainstreaming implementation structure;
4. Oversee sensitization/training of all staff on gender mainstreaming;
5. Spearhead review of all institutional policies for gender responsiveness;
6. Ensure that the committee is represented in all relevant institutional committees e.g. procurement, tender, recruitment, budgeting, etc. to ensure gender responsiveness;
7. Coordinate reporting on the status of gender equality to relevant structures on behalf of the institution
8. Regularly review progress of planned gender mainstreaming interventions within the institution;
9. Receive and disseminate feedback on gender mainstreaming on behalf of the institution and action as appropriate;

Min 5/07/2024 GRM Municipality Policy

The Chair tabled the Municipal Grievance Redress Mechanism (GRM) policy and members reviewed and adopted it

Min 6/07/2024 Municipal Budget

The Board was briefed by the Planner on the budget estimates for the Municipality. The Board members adopted and approved the Ruiru Municipality budget ceiling and estimates

Min 7/07/2024 AOB

The chair urged all members to harmoniously work together for the success of our municipality and all members agreed to that proposal.

ADJOURNMENT

There being no other business the meeting was adjourned at 12.45.hrs with a word of prayer from Ms Veronicah Waithira and members were invited for refreshments.

Next meeting date to be communicated.

Signed by:

Chairperson
..... SAMUEL MWANIKI Date Sign 

Secretary
..... Joanne Kihori Date Sign 